

# Instructions for Authors

## 1. Manuscript Heading

Print title , author's name , professional affiliation , and address. The title must be written in a manner so that the content of the manuscript can be understood clearly. Do not add numerical headings such as " No.1". Subtitles are not recommended.

## 2. Abstract

For Papers or Technical Information, an abstract not exceeding 400 words must be provided. Abstracts are not necessary for Letters or Short Notes.

## 3. Key Words

Authors should include five to six keywords for Papers or Technical Information. Keywords are not necessary for Letters or Short Notes.

## 4. Body of Manuscript

Write as follow:

### (1)Introduction/Preface:

Explain the experimental background and the reasons for conducting the research. In addition , include a summary of the paper and explain the results concisely.

### (2)Content of manuscript:

Diagrams and tables should be used to explain research method (Experimental method , analysis, etc.), results, research findings, comparisons to prior experiments, and preliminary considerations.

### (3)Summary/Conclusions:

Provide concise conclusions and results . Itemized results are preferred . In addition , write down any problems to be solved.

## 5. Foreign Language

Besides proper nouns, translate the foreign words as much as possible. However, when a word appears for the first time in the text, use the original term when necessary.

## 6. Figures and Tables

Number tables and figures, i.e. "Table 1," "Figure 1". Insure that each figure and table is properly titled.

## 7. References

List the names of the authors in alphabetical order at the end of the manuscript. Citations within the text should follow the following format:

(i.e.) Sakamoto (1970a) reports... or ...was indicated. (Sakamoto 1970b)

References to articles in journals should include the following in the order given: author's name, year of publication, article title, full title of periodical, volume number (issue number where appropriate), first and last page numbers. References to books should include the following in the order given: author's name, year of publication, title, publisher, place of publication.

## 8. Footnotes

Footnotes should be kept to minimum. If necessary, however, they should be put together just preceding the References with their proper location in the text indicated by raised Arabic numerals, i.e.,1), 2), etc.

## 9. Writing Style

In addition to being written in a clear and lucid style, authors should keep in mind the diverseness of the backgrounds and cultures of the prospective readers. Use Arabic numerals. Superscript and subscript symbols should be cited within the text.

## 10. Manuscript Presentation

Manuscripts should be prepared by using word processors, printed on A4 size paper. The manuscript should include the text, figures, tables, and photographs and submitted in Print Image (camera-ready). One page should be approximately 730 words and formatted double-spaced into two columns. For accepted manuscripts, submit an electronic file (text file) of the manuscript, a hard copy, and the original figures, tables, and photographs. Figures and tables must be camera-ready quality. Each figure and table should be written or typed on a separate sheet of paper and properly numbered and titled.

## 11. Consideration for Other Copy Rights and Human Rights

The manuscript do not engage in other copyrights, human rights in the research and ethical principles, and also should be considered those issues.

## 12. Manuscript Pages

Refer to the Requirements for Submissions for maximum number of pages. One page should be approximately 730 words and formatted double-spaced into two columns. Be aware that the actual figure and table sizes will be determined based on the text size within the figures and tables. In addition, the author's anticipated number of pages may vary depending on the page layout, therefore, make sure to calculate the total number of pages by leaving some room for fluctuation.

## 13. Procedure for Submission

Prepare the manuscript according to this Instructions for Authors and submit to the Editorial Office.

### (1)Cover sheet:

List manuscript classification, title, author's name, affiliation, complete address, telephone number, E-mail address. Format is up to the author.

### (2)Original manuscript:

Including text, figures, tables, photographs, and English title. **One copy**

### (3)Copy:

remove author's name, affiliation, and acknowledgments. **Three copies**

### (4)Self-Addressed Self-Stamped (80 yen) standard envelopes. **Two envelopes**

Authors should keep a copy of the manuscript.

## 14. Manuscript Submission

Send by regular mail (Do not use Registered mail), home delivery service or bring the manuscript directly to the following address:

Editorial Office of Japan Society for Educational Technology  
Kikai-kei Kenkyu Jikken-tou (Ishikawadai Area) 4<sup>th</sup> floor  
The Center for Research and Development of Educational Technology  
Tokyo Institute of Technology  
2-12-1 O-okayama, Meguro-ku, Tokyo 152-8552